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Approved For Release 2000/04/18 : CIA-RDP84-00022R000200420008-1

ORE (pre - 1950 records) 25 April 1957  
M.P.C.

All esp. rps. 1, 2, 4, 5, 7, 10, 11

MEMORANDUM FOR RECORD

SUBJECT: List of Selected Historical Records in ORE, 1953-56  
(Central Records, Only)

1. As of August 1955, when the DD/A Records Management Staff last made a comprehensive survey of the current and non-current records of the Office of Research and Reports (ORE), the total accumulation of the files then in ORE's custody numbered some 700 different organized files (or "series"), and they now total (according to RM's latest revised statistics) some 21,000 linear feet. This bulk makes ORE's record accumulations the most voluminous of all the DD/I offices, except for OGD/DCR, whose accumulations total some 27,000 linear feet. That such a volume of records will affect the Historical Staff's work on ORE's history is obvious.

2. Those ORE records that deal specifically with the 1953-56 period are, in general, not separately organized from the pre-1953 records; in fact, a given file usually goes back to 1951 (when ORE got under way), if not earlier. There are, of course, at least a few files that are limited in date coverage to the period of our present concern. At the same time there are far more ORE files that antedate 1950-51 (when ORE was established), and in some cases they go back as far as 1946, 1947, or 1948. (See inventory below). Judging from the number of ORE files that do antedate 1951, it is apparent that ORE may well have inherited a good number of files from ORE, or at least fragments of ORE files, and that they were interfiled into later-established ORE files. (Mr. Frank Russo of the RM Staff, whom I quizzed on this general point today, was

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not able to identify the whereabouts or the migration of ORE records, and was not able to find any inventories or survey listings which might show what, if anything, the RM Staff had done about the matter in 1950-51, except to suggest that the CIA Records Center may have some of these facts, since it is attempting to reconstruct the original files of ORE [and of other discontinued offices], as fragments of files migrate to that depository.)

3. The listing of ORE record series that follows, below, is based only on the formal description in RM's "records control schedule" for ORE, dated August 1955, **SECRET**, except for comments and interim-evaluations that I have added here and there. The listing is limited to the files that seem to contain some material of possible historical value to the Historical Staff's projected history of CIA for 1953-56. That is, about half of the series have been ignored by me.

4. For each series entry below, the title of the series is given, along with its chronological coverage, its bulk (or small volume, as the case may be), something of the types of documents contained in it, and something (if indicated) about how the file is organized and what indexes (if any) apply to it. In addition, the entry indicates whether ORE and the RM Staff have earmarked a given file as a "permanent" file, or (in most cases) a "temporary" file which is to be weeded, destroyed completely at a given scheduled date, or microfilmed and then destroyed. The latter "disposition" facts are especially important as an "alert" for the Historical Staff to take due note of, lest some of these files be destroyed before we have had a chance to examine them for the 1953-56 history. (The RM Staff was startled to hear that, in my inspection of their schedules, I regarded some of their "temporary" files as having

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historical value to ourselves. I got the impression that they might well decide to reconsider some of their "disposal" judgments if they had the benefit of suggestions from some office, like the Historical Staff, which actually uses the Agency's non-current records and has an appreciation of their reference value to the Agency as a record of its "past experience."

5. The listing below is further confined, for the moment, to the records of the AD's office and his immediate staffs (only), totalling about 30 out of 62 series kept by the central office of ORR. Excluded, for later listing in separate memoranda, are the separately organized records of the Economic Research Area, Geographic Research Area, the Coordination Area, and their respective divisions and branches. Needless to say, the pertinent historical records dealing with the latter three major areas are to be found both in those Area offices (to be listed later) and in the central records of ORR (described below). The Historical Staff, in other words, is confronted by the problem not only of voluminous files, but also of a vast number of different files that in subject matter are likely to be partially duplicated and overlapping at various "echelons" within ORR, from the AD's immediate office to the "lowest" section which is working on a given project. Some of the comments below suggest short-cuts that might be followed in avoiding getting bogged down in such a voluminous and overlapping "masses" of records.

6. One final caution to those in the Historical Staff who might be using this listing as a bibliographical introduction to ORR: in spite of the apparently large number and quantity of files covered in this listing, it does not include still other organized files of ORR (for

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any  
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1953-56) which may have been transferred to the Records Center before the completion of the EM survey of August 1955, on which the list below is based. Furthermore, conversely, some of the records listed below may, by now, have also been retired to the Records Center; still others may by now be destroyed as "Temporary" records. (E.g., one notation on the schedule, early in 1956, states that for 80-some OER files, the EM Staff has obtained National Archives official approval to destroy, and cites as authority the published House Report No. 1646, 84 Congress, 2 session, Jan. 19, 1956. I have ordered a copy of this H.R., to see how extensive this destruction process has become by now. -- H.P.C.).

7. In conclusion, this list is therefore an interim list, which should (to be most useful) be collated with some care against the material actually in Records Center custody, as soon as someone from the Historical Staff has an opportunity to make a first-hand inspection of the Records Center's holdings and indexes.

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Assistant Director's Files

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(as of July 28, 1955, date of RM survey)

1. "AD's Subject File," 1951-date. 3.2 linear feet. A "temporary" file, from which items are screened, discarded, or interfiled in OER's central "Office Subject File" (see series No. 4 below). Filed "by subject."

Special Assistant

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(incumbent not named; might possibly be [redacted] as of July-August 1955, when this survey was made)

2. "Special Assistant's Subject File," 1951-date. Records kept by this officer (Howerton?) serving as "Chairman of Advisory Committee on Foreign Language Publications" and as "Training Liaison Officer" for OER. Filed "by subject." This is a "temporary" file, from which items are destroyed as "duplicates" or "reference material," with other items to be refiled in OER's central "Subject Files" (see series No. 4 below).

25X1A

OER Administrative Staff (St/A)

[redacted] in charge)

OER?

4. "Office Subject Files," 1947-date. 22 linear feet. These seem to be the central files of OER. Apparently (but schedule does not say so) the files also include some files inherited from OER or possibly from other offices that preceded OER, since OER was not established until November 1950. These files are said to pertain broadly to OER's "policy, decisions, coordination, and liaison activities ... in the production of economic intelligence, geographic intelligence, and National Intelligence Surveys." (Whether the WIS-related policy correspondence was removed and transferred to OER in 1956 is not indicated; this question would have a bearing on OER's history for the period 1953-55, before OER was formally established separately from OER.) These central files also contain, finally, certain papers on OER's "administrative and housekeeping functions" -- mostly "temporary" records "to be evaluated later" for discard and destruction, on the assumption that housekeeping records about OER are all "permanently" filed among the various DD/S offices. The whole file is organized "by subject" and according to the "Agency file manual."

4 c. "Convenience File (Reading)." <sup>det?</sup> 3 linear feet. This file is part of the central files above. Unlike other "chrono files" in the Agency which are destroyed annually per RM Staff instructions, these files are regarded by OER as "permanent" records, not to be destroyed, because (OER says) they serve as an index to the main subject files, and contain notations on outgoing carbons as to the location of related correspondence. This relatively small file is organized not into a single chronology (as most chrono files are), but chronologically under several major headings: IAC agencies; CIA offices; OER Divisions; and

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"Addressee" (meaning of letter not clear). (Especially because of this special arrangement, these files ought to be of high value for selective historical coverage.)

4.1 "CRR Regulatory Issuances," 1951-date. 1 linear foot. This is a "permanent" file of CRR Regulations and of CRR Notices, kept in CRR "indefinitely." (Also, a separate 3-foot file of extra copies of same for distribution.) (If series No. 4.1 ever needs to be examined by the Historical Staff, we can save some note-taking time by asking for copies of selected items, from their "distribution" stock above.--M.P.C.)

4.2 "Proposed Agency Issuances," undated. 6 linear feet. The file consists of drafts of "proposed Agency regulations, notices, and handbooks," together with "CRR comments." (The "6 feet" of bulk is rather startling, and suggests that an awful lot of reorganization proposals have been sent to CRR for comment from time to time! -- M.P.C.) In any case, this is a "temporary" file to be destroyed "when issuance is published or when no longer needed" (sic); and it is labelled as "non-record" by the RM Staff. (See also comparable file of Agency-wide "comments" on proposed issuances, kept in Regulations Control Staff, DD/S; whether it also destroys office comments or keeps them for their historical value should be checked. -- M.P.C.)

5. "Working Files" of the CRR "Service and Training Officer," 1952-date. 3.4 linear feet. These files pertain to CRR's needs for training, supplies, reproduction services, and "other ... services" (that is, presumably services from DD/A and DD/S offices). These files are arranged "by subject." They are a "temporary" file, destroyed in annual blocks when 1 year old; called "non-record" (with no obligation to keep for historical purposes), presumably on the assumption that copies of these records are duplicated in CRR's main "Office Subject File" (see series No. 4, above).

9. "Personnel Subject Files," 1951-54 (only). 1.3 linear feet. These are subject files that pertain to CRR's personnel-management problems, and include folders on such matters as job descriptions, T/O changes, personnel statistics, personnel status matters, etc. The papers are said to be "essentially duplicated" in the files kept by the Office of Personnel. Accordingly, they are regarded as "temporary" records to be destroyed, without further ceremony, "when obsolete, superseded, or no longer needed," except for any "record" items that are found, which are to be refiled from time to time in CRR's main "Office Subject Files" (see series No. 4, above).

10. "CRR Career Service Board File," undated. 4 linear feet. These are records of CRR's Board, including its meetings, its decisions, and "policy" governing CRR's career service. They are "permanent" records, to be kept in CRR "indefinitely."

12. "Individual Personnel Files," undated. ("Current" files, only.) 11.4 linear feet. These files pertain to (a) CRR personnel and (b) CRR recruits, and cover "all" personnel actions on CRR-employed personnel, and background papers on recruits considered by CRR. Both sub-files "a" and "b" are regarded as "temporary" files, because they

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are said to be "duplicated" in the Personnel Office files. File "a" is to be destroyed in 6 years, after being transferred to Records Center in 6-months blocks; file "b" is to be sent to Records Center in 6-months blocks, and destroyed when 2 years old. (Other ORR personnel files are in series No. 14 and 15; notes not taken by H.P.C.)

16. "Consultants File", undated. 1 linear foot. This file contains copies of "staff study (studies?), justifications, security information, signed copy (copies) of contract, memoranda calling in consultants, and all administrative material such as hours worked, etc." This is a "temporary" file, the destruction of which is to be postponed, pending "later" evaluation.

18. "ORR Budget and Allotment Files," 1954 - date (only). 1.6 linear feet. This is a "temporary" file, said to be "essentially duplicated in Office of Comptroller." The records are "working papers" re-filed from time to time in ORR's main subject files (see series No. 4, above), or sent in annual fiscal-year blocks to the Records Center, when 1 year old, then to be destroyed after 3 years.

ORE?

20. "External Research File," 1947-date. 4/10 Linear foot. (Presumably this file covers both ORR, 1947-50, and ORR, 1950 ff.) This file is a record of external research done under contract, and includes "copy of contract, correspondence, copies of monthly payments, and supporting papers." The "essential" documents are said to be duplicated "elsewhere" in the Agency (but the filing office is not indicated: it may be one or several DD/S offices, or it may be DD/I, SA/FC/DCI, or, before that, OIC). The present file is arranged "by project." It is a "temporary" file to be sent to the Records Center 2 years after a given project is completed, then destroyed when 9 years old.

21. "Convenience File (Reading)," 1953-date. 4/10 linear foot (only). This is apparently a typical chrono file, consisting of copies of outgoing correspondence of this sub-office, that is, ORR's Administrative Staff. To be destroyed in annual blocks, when 1 year old. (For any administrative history of ORR, this file would be superior to any other file of the Admin Staff, if quick and comprehensive coverage is sought.--H.P.C.)

22. "Travel Files," 1953-date. 1.3 linear feet. These are the basic documents on ORR-sponsored travel, and include (a) travel orders, and (b) 5x8 card records. Both parts are "temporary" files to be destroyed: (a), in 4 years; and (b), "when no longer needed."

24. "Budget Officer's Subject File," 1953-date. 6/10 linear foot (only). This file is to be sent to the Records Center in annual fiscal-year blocks, when 2 years old, and destroyed there when 4 years old.

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ORR Intelligence Information Staff (IIS)  
(records as of about August 1955)

25. "Staff Subject File," undated. 3 linear feet. Correspondence mostly on administrative matters, including folders on personnel, security, training, recruitment, job descriptions, clearances, and other housekeeping subjects. A temporary file, to be sent to the Records Center in annual blocks, when 2 years old, then destroyed 1 year later.

25.1. "Working Files," undated. 4 linear feet. Files of the Chief and the Deputy Chief of the IIS, pertaining to their "programming and review activities." This is a "temporary" record, to be destroyed "when no longer needed", on the assumption (agreed to by the RM Staff) that this is "non-record" material (whatever that is. -- M.P.C.)

25.2. "EIC Subcommittee Files," 1953-54 (only). 1 linear foot. These are records "maintained for" one of the EIC subcommittees -- the Subcommittee on Requirements and Facilities for Collation of Economic Intelligence. These files include "minutes and agenda of meetings, progress reports on projects, requirements of subcommittee projects (meaning not clear), surveys from working groups, and minutes of various (other?) subcommittee meetings." Filed by subject. This is a "temporary" file, to be destroyed "when no longer needed," probably because they are said to be "essentially duplicated in EIC secretariat." (Latter assumption not confirmed: see inventory of EIC secretariat's files, listed elsewhere in Historical Staff memoranda. -- M.P.C.)

26. Requirements Branch "Subject File," 1952-54 (only). 2.2 linear feet. A "Temporary" file, to be sent to the Records Center in annual blocks, when 2 years old, and destroyed 1 year later.

27. "Comprehensive Economic Reporting Files," 1952-54 (only). 5 linear feet. These files relate, apparently, to the State-CIA "CEEP" (?) collection program (which figured in the 1950-53 history?? -- M.P.C.). These are record copies of "evaluations on economic intelligence reports," including State Department documents, "coordinated comments, drafts, and requirements from Army, Navy, Air, and CIA," and copies of requirements sent to State "for guidance to the Foreign Service in countries outside the Iron Curtain." Filed by country. This is a "permanent" file, to be sent to the Records Center in annual blocks when 1 year old.

28. "Economic Reporting Guidance Officers File," 1954 (only). 1 linear foot. This is a record of CIA's collection-requirements assistance to State's Foreign Service posts behind the Iron Curtain." Filed by country and "station." A "permanent" file, to be kept in ORR "indefinitely."

29. "Peripheral Reporting Guides," 1952-54 (only). 5/10 linear feet (only). This is apparently another collection-requirements file. It consists of "contributions" from ORR divisions, consolidated on a quarterly basis, and sent to State "for distribution to various inter-rogation points." This is a "permanent" file, to be kept in ORR "indefinitely."

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31. "Requirements File," 1951-54 (also later?). 26.2 linear feet. This file also deals with OHR's collection requirements, except for the fourth part, which may deal with research requirements served on OHR by other CIA offices (the latter presumably representing research requirements?). Collection requirements are divided in this file between so-called "spontaneous" requirements and "guide-type" requirements. (This nomenclature doesn't seem quite correct: in OO the historical distinction is between spontaneous and directed collection; in OCD and OEC the distinction is between specific and guide-type requirements. -- M.P.C.) This file is organized into four parts: (1) requirements by OHR branches, recorded on "Form 70-49", and filed by "RDC" number (meaning?); (2) copies of guide-type requirements "prepared by direction of the EIC" and sent to IAC member agencies for collection guidance; (3) guide-type requirements on "specific countries," and "limited to OHR requirements"; and (4) copies of requirements (research requirements? or collection requirements sent through OHR?) served on OHR by other CIA offices, especially OGD (meaning?), Soviet Staff, and OSI. Parts 1 and 4 are "temporary" files, to be sent to Records Center in annual blocks, when 1 year old, and destroyed 2 years later; parts 2 and 3 are "permanent" records sent to Records Center when 1 year old.

36. "Travel Folder Program" Files, 1952-54 (only?). 10.5 linear feet. These files are in two parts: (1) general records relating to travel routes in U.S.S.R., including memoranda, maps, reports of material sent to OHR/OGD and to CIA Library, EIC monthly reports from Moscow, correspondence to and from [redacted] representatives, and lists of official travellers and their itineraries, 1 linear foot in bulk; and (2) the travel folders on individual "routes open for travel in U.S.S.R. and Satellites", about 9.5 linear feet. The latter case files include "maps, targets located along routes, specific requirements, reports from travellers submitted through [redacted] and other related material"; filed "by country and route number." Both files are to be kept in OHR "indefinitely."

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37. "Index Card File" to (above) Travel Folder Program Files. 3/10 linear feet, in form of 3x5 cards. An index to areas, towns, routes, route numbers, etc. This is a "temporary" file to be destroyed "when obsolete or no longer needed". (Perhaps other sets of the index are filed in OCD? -- M.P.C.)

43. "Translation Requests" (to FDD), undated. 1 linear foot. This is a "temporary" file, to be destroyed annually.

46. "Convenience File," undated. 1 linear foot. This is a chrono file, containing "extra copies" of "reading requirements (list of wanted items submitted to OHR reading panel?), reports, minutes of meetings, etc." This is a "temporary" file to be destroyed in annual blocks when 1 year old.

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ORR Project Control Staff

3 May 1957

(Kalse Daly in charge as of about August 1955)

49. "Research Project Files," 1951-date. 13 linear feet. Covers all ORR/E projects, and contains "both edited and unedited drafts," together with copies of non-ORR "contributions" to them, as well as copies of "project initiation memos ... and related correspondence." (This file does not, however, contain final, printed copies of ORR's finished intelligence reports; see elsewhere.) Filed by "project number." This is a "temporary" file, to be sent to Records Center in semi-annual blocks, after 6 months, and destroyed "after 5 years."

50. "Internal Projects File," 1951-date. 4 linear feet. This is ORR's "official record set" (sent to Records Center in annual blocks when 2 years old for "permanent" filing), of economic (only?) reports produced by ORR for other CIA offices or for "internal use in ORR," in typewritten form and not for general (IAC) distribution. Filed by "project number."

ORE? 51. "Miscellaneous Projects," 1950 (sic) to date. 2 linear feet. These are ORR economic (only?) reports prepared on "requests from outside" CIA; in typewritten form (only). Filed by "project number." This is a "permanent" file to be sent to Records Center in annual blocks when 2 years old.

52. "NIS Manuscript File," undated ("current", only). 6 linear feet. These are manuscripts of "unpublished NIS's" pending publication. Filed by "NIS number." This is a "temporary" reference set, destroyed when an NIS is published. (Perhaps this file is now in ORR? — M.P.C.)

53. "ORR — Intelligence Publication File," 1951-date. 26 linear feet. This is ORR's record set of finished economic and geographic reports: (1) ORR/O reports — including series O, OR, OR, ER, G/I, GP/L, G/E, OP/E and "similar" (?) series (5 linear feet, 1951-date); (2) ORR/E reports, including series ER, RA, PR, IM, WP, and "similar" (?) series (16 linear feet, 1951-date); (3) KIC-coordinated reports, including series R, WP, S, SR, and "similar" (?) series, 1952 (sic) to date (3 linear feet); (4) Economic Defense Division "Working Papers" and other "similar" (?) series (2 linear feet, undated). These master sets are "permanent" files to be sent to Records Center in annual blocks, when 2 years old.

54. "Convenience File (Reading)," 1953 (only) to date. 2 linear feet. This is a chrono file of PCS's outgoing correspondence, to be kept in ORR for 2 years, only, then destroyed.

55. "Staff Subject File," 1953-date. 2 linear feet. Correspondence on PCS's work, with folders for Staff Diary, Minutes of ER Staff Meetings, Personnel, Training, Joint Operating Procedures (meaning?), ORR Issuances, Organization and Functions, and "similar" subjects. Said to be "duplicated" in ORR's current files (see series No. 4, above). This is

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a "temporary" file to be sent to Records Center in annual blocks, when 2 years old, and destroyed "after 3 years."

57. "Status Report File," 1951-date. 1 linear foot. Quarterly report, with monthly supplements, on status of projects completed or under way in ORR; disseminated to IAC member agencies; also an "annex" for internal distribution only. This is a "permanent" file to be sent to Records Center in annual blocks when 2 years old.

58. "Project Control Card File," 1953 (only) to date. 5 linear feet, in card form (3x5? 5x8?). Consists of Form 85, "Project Control," on each economic project (only?); shows project number, title, ORR division, deadline, and status as to review, reproduction, and dissemination. This is a "temporary" file to be evaluated "later", prior to destruction.

59. "Manhour Report File," 1953 (only) to date. 2 linear feet. Monthly reports on each ORR/E branch, showing man-hours worked on each project, and man-hours worked on Economic Area-wide projects. A "temporary" file to be evaluated "later", before being destroyed.

60. "Publication Index Card File," undated. 1 linear foot. This is Form 86, "Publication Index," and a subject-and-area index (probably cumulative) to "all" ORR publications. This is a "temporary" "non-record" file, to be destroyed by ORR "when no longer needed."

ORE? 61. "Collateral Dissemination File," 1947 (sic) to date. 1 linear foot (only). Deals with CIA's "dissemination procedures ... outside U.S.A.", handling of JIB's (British); includes "reports on dissemination, and progress reports." This is a "temporary" file to be evaluated "later," before being destroyed. (Since this goes back to 1947, it probably contains highly valuable precedents on U.S. - U.K. intelligence collaboration. -- H.P.C.)

62 A. Reference set of non-ORR publications of CIA offices, especially reports "furnished by OCI for reference" (meaning not clear). Undated, "current" file (only); a "temporary" file, destroyed when "obsolete" (?) or "no longer needed."

Distribution in HS files:

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orig. - "ORR" folder

c.1 - "RM Staff"

c.2 - "EIC"

c.3 - "IAC in subcommittees"

c.4 - "Geographic Research Area, ORR"

c.5 - "OBI"

✓ c.6 - "ORE (pre-1950 ~~file~~ records)"

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